

*Petrostreamz AS is a petroleum software and engineering company helping oil & gas companies to optimize their assets. We provide the unique petroleum engineering software tool Pipe-It with unprecedented capability to build integrated solutions for petroleum assets (reservoirs, wells, pipelines, process facilities, economics), and thereby allowing our clients to make smarter and faster decisions. Petrostreamz operates globally from Trondheim with growing operations in the USA, Brazil, Colombia, and the Middle East. The company has currently 11 employees & associates.*

**We are currently seeking an Office Manager to fill a varied sole administrator position at our office in Trondheim, with English as main working language.**

## Office Manager (administrativ leder)

To thrive in this role, you'll need to love variety, work independently, communicate well and be super organized. We are looking for a motivated individual with a proven track record in office administration. You may have experience from a different field than small business or technology, but need to have a proven ability to work under pressure and prioritize. The right candidate will play an integral part in the future expansion of our company.

### *Key work areas*

- Budgeting and accounting support
- Internal routines, systems and filing
- Administrative project accounting support
- Maintenance of website and client database
- Assist in sales and marketing activities (newsletters, brochures, events etc.)
- Human resource management
- Various administrative and support tasks as required

### *Skills, qualifications and experience*

- Relevant post-secondary degree of minimum 3 years
- At least 5 year relevant office work experience
- Excellent communication skills both in Norwegian and English
- Fully conversant with MS Office packages (Word, Excel and PowerPoint)

### *We offer*

- Exciting and challenging tasks in an environment of growth and development.
- Competitive salary and working conditions.
- Health insurance and good pension scheme.

Please forward applications and resume to [career@petrostreamz.com](mailto:career@petrostreamz.com) by **December 20, 2011**.

The Office Manager will report to the CEO and work closely with the Office Manager at PERA, currently also holding the position as Office Manager at Petrostreamz.

Start date: Soon as possible.

Please direct inquiries to:

Kathy Herje (Office Manager PERA/Petrostreamz): 73 84 80 80

Jan Biti (CEO): + 47 90 14 60 10

All applications will be treated confidential.